RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

October 1, 2012

MEMORANDUM

TO: Local and Intermediate School District Superintendents,
            Public School Academy Directors, District Assessment Coordinators,
            and District Technology Directors

FROM: Jen Paul, English Learner Educational Research Consultant
            Office of Standards & Assessment

SUBJECT: Spring 2013 ELPA Online Assessment Invitation

We would like to invite your district to participate in Michigan's English Language Proficiency Assessment (ELPA) Online assessment for Spring 2013.

How to Learn More About the Spring 2013 ELPA Online

If you or your district is interested in learning more about the Spring 2013 ELPA Online, please view our online presentation and overview, Frequently Asked Questions (FAQs), and promotional flyer located in the "Spring ELPA Online" section of our ELPA webpage at www.michigan.gov/elpa.

Informational WebEx

To get more information and talk with past year's participants please sign-up to attend an informational WebEx on one of the following dates and times:

Date	Session Time
Friday, October 5	11:00 a.m. – 12:00 p.m. 3:00 p.m. – 4:00 p.m.
Monday, October 8	11:00 a.m. – 12:00 p.m.
Thursday, October 11	3:00 p.m. – 4:00 p.m.
Monday, October 15	11:00 a.m. – 12:00 p.m.
Wednesday, October 17	3:00 p.m. – 4:00 p.m.

Go to the following link to sign-up for one of the above informational sessions: http://www.surveymonkey.com/s/ELPAOnlineWebExRSVPSpring2013.

Committing the Spring 2013 ELPA Online – Deadline October 19

The sign-up survey is directed at districts that are **committed** to participating in the computer-based version of the Spring 2013 ELPA. The 2013 testing window is March 4th – April 12th. By having the district's superintendent complete this sign-up survey, your district is **committing** to administer the computer-based version of the assessment in grades 3-12 and the paper-pencil version for K-2 (currently there is no online version for K-2).

Before completing the sign-up survey, it is strongly recommended that someone with a good understanding of your district's technology review this survey, the following configuration requirements, and time commitment necessary for a district to participate in the ELPA Online. A copy of the ELPA online survey has been posted to the "Spring ELPA Online" section of the ELPA webpage for review only. The actual survey must be completed online.

Minimum System Requirements

Operating System:	Windows 2000 or higher, OS 10.4X or higher
Java Version:	Java Version 1.5
Processor:	Pentium III 500 MHz or higher, G4 500 MHz or higher
Memory:	512 MB or higher
Screen Resolution:	1024 X 768
Internet Connection:	1.5 mbps or higher

Time Commitment

- District technology personnel should be able to devote approximately 5 hours to technology set-up during the months of January/February. (This time estimate may vary depending upon district configuration.)

- District technology personnel should be available during the actual test administration window (March 4 – April 12) for troubleshooting purposes.

If you have decided to **commit** to ELPA Online for Spring 2013, THANK YOU! Please proceed with the sign-up survey by clicking the following link: http://www.surveymonkey.com/s/ELPASpring2013SignupSurvey\

IMPORTANT! Districts will not have the ability to change their selection for paper-pencil or online after the close of the sign-up window on **October 19, 2012**.

Questions?

Please contact ELPA Customer Support at 877-560-8378, select option 5 for ELPA or send an e-mail to ELPACustomerSupport@QuestarAI.com with any questions or concerns related to the sign-up survey or participation in the ELPA Online.